

DEPUTY COMMISSIONER OF THE REVENUE IV

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate technical work assisting in the operation of the office of the Commissioner of the Revenue; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and participating in state income, real estate, personal property and business license tax assessments and processing and the general operation of the Commissioner of the Revenue's office; preparing and maintaining files and records; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; assists with complex/problem situations and provides technical expertise.
- Responds to questions or complaints related to department operations or personnel; researches problems and initiates problem resolution; provides resolution of complex problems beyond the capability or authority of subordinate staff.
- Oversees and assists with provision of customer service; provides assistance and information related to business licenses, personal property, business personal property, property assessments, tax laws/requirements, required documentation, procedures, forms, fees, or other issues; performs various activities related to property and business tax program; downloads DMV data; assists in interpreting, applying and ensuring compliance with applicable codes, ordinances, laws, rules, regulations, standards, policies and procedures; applies ordinance changes to department operation.
- Plans, develops, conducts, and directs the system for discovery and valuation methods used in assessment of property tax; supervises finalizing of year-end transactions for production of tax bills within established deadlines.
- Coordinates work activities with those of other departments, outside agencies, or others as needed.
- Attends meetings; serves on committees; makes presentations as needed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of general laws and administration of policies governing real, personal property and state income taxes; thorough knowledge of modern office practices and of standard office and accounting equipment; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately; ability to operate standard office, word processing and data entry equipment; ability to understand and follow oral and written instructions; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with County officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in accounting, property assessment or related field and extensive experience in the office of the Commissioner of the Revenue.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.